

DOROTHY HART COMMUNITY CENTER
408 Canal Street
Fredericksburg, VA 22401
PHONE: (540) 372-1086 FAX: (540)372-3475

DATE OF EVENT _____ DAY OF WEEK _____

EVENT TITLE _____ TYPE OF EVENT: _____

GROUP _____ CONTACT NAME _____

DAY PHONE _____ EVENING OR CELL PHONE _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

TIMES YOU WILL BE IN BUILDING (including set-up and clean up of your activity) _____ - _____

ESTIMATED ATTENDANCE _____ HOW MANY TABLES WILL YOU NEED? _____ CHAIRS? _____

See Room Set Up Sheet for set up options, maximum numbers of chairs and tables for each set up, and other equipment available. Rentals that do not include the set up sheet with rental forms will be given no set up, and renters will be responsible for set up. Department not responsible for set ups that use more than the recommended tables & chairs.

PERSON RESPONSIBLE FOR CLEAN UP _____ PHONE _____

SEND REFUND TO (if different from above) _____

ADDRESS _____ CITY _____ ST _____ ZIP _____

I, _____ (contact person), as representative of the group _____
_____ in consideration for the use of the Dorothy Hart Community Center, 408 Canal St., Fredericksburg, VA for myself
and all my legal representatives do hereby agree and undertake to save and hold harmless, release and forever discharge the City of
Fredericksburg, its officers, agents, employees and any and all other persons, firms and corporations, acting on behalf of the City from any and all
actions, demands or claims for damages to persons or property, that may arise out of the use of said City property specified here, without regard to a
negligent act or omission of the applicant, the City of Fredericksburg, or any other person, organization, firm, or corporation acting on behalf of the
City.

*By my signature below, I certify that I have received a copy of, read, and fully understand my rental contract, the general policies for
Community Center rental, and the prescribed responsibilities for Community Center lessees. I further understand that my failure to meet
any of these responsibilities or comply with any policy may result in the immediate termination of the rental agreement by the onsite
facility supervisor. I also agree that, if termination of the rental agreement is deemed necessary by the supervisor, I will ask that my
guests exit the facility in a quick and orderly fashion and personally oversee the clean-up of the rental space. Finally, I understand and
agree that, should early termination of my rental contract become necessary, I will receive no refund of rental fees and my deposit may be
withheld.*

.....
Date _____ Lessee Signature _____

FOR STAFF TO COMPLETE PERMIT # _____ ROOMS _____

DAY OF WEEK: _____ DATE _____ TIMES FOR USAGE _____

DEPOSIT AMOUNT _____ DATE PAID _____ STAFF _____ RECEIPT # _____

ROOM RENTAL FEE _____ DATE PAID _____ STAFF _____ RECEIPT # _____

DIAGRAM RECEIVED _____ INSURANCE REQUIRED? _____ COPY RECEIVED _____

FOR STAFF TO COMPLETE AT TIME OF RENTAL:

TIME IN: _____ TIME OUT: _____ STAFF: _____

AMOUNT OF REFUND _____ DATE REQUESTED _____ NOTES: _____

COMMUNITY CENTER RENTAL SET UP for CLASSROOMS

DATE OF EVENT _____ DAY OF WEEK _____ PERMIT # _____

GROUP NAME _____

CONTACT NAME _____ PHONE # _____

ROOM BEING USED _____ TYPE OF EVENT _____

ESTIMATED ATTENDANCE _____ NUMBER OF TABLES _____ CHAIRS _____

OCCUPANCY MAXIMUMS: (These numbers are the **maximums**, with chairs only)

Room 1: 49 people seated – chairs only

36 people with 6 tables max for all other set ups

Room 2: 39 people seated – chairs only

30 people with 5 tables maximum for all other set ups

Room 3: 20 people seated – chairs only

24 people with 4 tables maximum for all other set ups

Auditorium: 500 people standing

200 people sitting with or without tables. No dance floor area for any set ups for more than 150 people.

OPTIONS FOR CLASSROOMS: (Check one) ROOM _____

_____ Meeting (chairs only facing head table)

_____ Classroom style (tables with chairs behind them)
(maximum # of tables is 6 classrooms 1 or 2)

_____ Banquet style (tables with chairs on both sides in rows)
(maximum # of tables is 6 in classrooms 1 or 2)

_____ Party Style (just chairs in circle with side table)

_____ Island Style (tables in center with chairs around them – maximum # tables is 6)

_____ Other (please describe) _____

Please note if no diagram or description of set-up is given in writing, set-up will be left to the renter, using the tables and chairs that are housed in each classroom.

DO YOU NEED (check all that apply): _____ Lectern/Microphone _____ Podium (no microphone)
_____ Slide Projector & Screen _____ Overhead Projector
_____ TV/VCR _____ Tape Deck

These are available to use at the center during rental for no additional charge. Renter is responsible for all damages to equipment during use.

DAY OF RENTAL (STAFF COMPLETE) TIME IN: _____ TIME OUT: _____

STAFF NOTES _____

COMMUNITY CENTER RENTAL GUIDELINES

LESEES RESPONSIBILITIES:

- A. If the department is to set-up tables and chairs for the lessee, it is his responsibility to provide the department with diagram of room set-up at least one week prior to event. Failure to comply will result in appropriate number of tables and chairs being left in the room for lessee to set-up.
- B. Trash from the rented room should be picked up, bagged and place in trash cans on the side of the building by the kitchen. The floor should be void of all major spills and trash.
- C. Table tops should be clean and wiped down if appropriate. Tables should be in good working condition.
- E. Streamers and other decorations may be put up, provided they are taped to the molding or window sills, and are removed after use. **ABSOLUTELY NO THUMBTACKS or TAPE on WALLS.**
- F. Bathrooms should be neat and orderly.
- G. Lessees of the auditorium are required to be covered by a comprehensive liability policy in the amount of at least \$500,000 and preferably \$1,000,000 in effect the dates of facility use, a copy of which is to be submitted to the office 1 week prior to rental. This will not be required for business meetings, or other passive activities.
- H. Lessee shall be responsible for payment for damages to the property and the equipment of the City of Fredericksburg exclusive of ordinary wear and tear.

It is advisable that lessee has a walkthrough with facility supervisor after rental to assure proper clean up has been done. Failure to comply with clean up policies shall result in lessee forfeiting deposit.

Failure to comply with any of the above rules shall result in lessee losing rental deposit and possible rental privileges.

GENERAL POLICIES:

- 1. Rental deposit is due at time of reservation. All other fees must be paid at least two weeks prior to rental date. Failure to do so will result in loss of reservation and forfeiture of rental deposit.
- 2. Rental fee includes: use of the specific areas rented during the allotted time, access and egress via the community center lobby, use of public restrooms, use of the department's tables, chairs and audio-visual equipment (if available), room set-up and break-down. Unless a separate rental fee is paid for its use, the lobby area is for access and egress only; it is not to be decorated nor used as a congregation site for attendees to the event sponsored by the lessee.
- 3. There is no smoking permitted in the community center. There is no alcohol permitted in the building or on the grounds of the community center.
- 4. Kitchen is to be used for light cooking or re-heating only. NO HEAVY COOKING OR FRYING.
- 5. There is to be no confetti, glitter or rice used in decorating, or thrown. Birdseed may be thrown outside only.
- 6. Children in attendance at an event sponsored by the lessee must be under the immediate and close supervision of an adult over the age of 18 at all times. Under no circumstances are children permitted to wander throughout or exit the building without an adult. **PARENTS OF CHILDREN WHO DO NOT COMPLY WITH THIS RULE WILL BE ASKED TO LEAVE THE FACILITY. NO EXCEPTIONS.** Renter must provide chaperones for 1 in 20 children under 18.
- 7. Rental activities must not disrupt other activities at the community center.

8. All music/musical performances must end at or before 10:30p.m. Music must not be heard on the streets adjacent to the community center. Any complaints and music must be lowered. Three requests to lower the music volume and the event will be terminated and may result in loss of deposit and any rental fees for time unused.
9. Ticket sales or admission fees may not be collected for events held at the Community Center unless prior approval has been given by the Parks and Recreation Department.
10. A list of chaperones (1 adult per 20 children under 18 years) must be given to the Parks and Recreation staff when group arrives at the building. A representative of the rental party is to check in with the Parks and Recreation staff and check out with staff before leaving. Responsible party is expected to remain with the group the entire time of rental. Failure to check in and check out may result in forfeiture of deposit.
11. Any advertising for the event must be approved by the Parks and Recreation Department.
12. Any disrespectful behavior toward Parks and Recreation staff by any member of rental party or their guests will result in the forfeiture of the deposit and the possibility of refusal of future rentals.
13. Maximum occupancy rates for various community center spaces are as follow: Auditorium, 240 seated/500standing; Room 1, 49 maximum; Room 2, 39 maximum; Room 3, 36 maximum. (This does not include room for tables.)
14. The community center is available on a first-come, first served basis, around events and programs sponsored by the Parks and Recreation Department. Groups who want to use the facility on a weekly or even monthly basis may schedule rooms (if available) for a 2 month period only. The security deposit is due at the time of the initial reservation, and will be carried over if appropriate for the next date reserved. In any case the total rental fee must be paid 2 weeks prior to the event. The Fredericksburg Parks, Recreation and Public Facilities reserves the right to deny requests and to make last minute room assignments based on total program demand. After the two month rental, a continuation of the rental may be arranged on a month by month basis if facility space and staff are available.
15. Cancellations of facility rental received at least 1 week in advance of rental date will receive a full refund. Cancellations made in less than 1 week in advance will result in loss of rental deposit, and rental fee only will be refunded. Special concerns regarding cancellation must be addressed at the time initial reservation is made. Groups must arrive within one hour of designated rental time, or reservation will be considered cancelled, and no refunds will be given.
16. If activities at the Community Center are cancelled due to inclement weather, building rentals may still occur. Please call 372-1086 ext. 201 to confirm the rental. If Fredericksburg Government Offices are closed because of inclement weather, then all activities and rentals are cancelled for the day (or evening). If event is cancelled for this reason, then a full refund will be given.
17. Department reserves the right to increase deposits and/rental rates for users who have previously had deposits held.

FEE WAIVERS for ORGANIZATIONS

At the Director's discretion, up to one-half the regular rental fee may be waived for city based non-profit service, charitable, educational or recreational organizations. Groups such as City public and private schools, City-based local chapters of service foundations, and department sponsored groups may have the base rental fee waived completely. **If a rental fee waiver is granted, the organization is still responsible for a \$60 after hours usage fee when using the auditorium and a \$30 after hours fee when using any of the classrooms. Deposits will still be charged.** Service organizations without full waiver may use the community center free of charge up to once a month (based on availability) between 9:00 am and 5:00pm on weekdays. **Deposits will still be charged.**

Dorothy Hart Community Center

The Fredericksburg Parks, Recreation and Public Facilities Department has a variety of rooms at the Dorothy Hart Community Center 408 Canal St. available for use by individuals or community organizations. The breakdown of rental fees is as follows:

Rental Rates (all fees are by the hour or any portion of an hour)			
	Deposit (in addition to rental fee)	*Regular Hours	** After Hours Usage Fees (if staff available)
♦Auditorium & Kitchen <i>Not available before 3:00pm on Saturday.</i> 200 people max seated, 500 max standing	\$150	\$60 For up to 4 hours \$20 Each additional hour	\$25 per hour PLUS \$60 after hours usage fee <i>(any time Sun. or holidays, after 10pm Mon-Fri or 2pm on Sat.)</i>
♦Room 1 – max 49 people ♦Room 2 – max 39 people ♦Room 3 – max 30 people ♦Conf. Room – max 14 people	\$50	\$20 For 4 hours/per room \$20 Each additional hour	\$20 Each hour (minimum of 2 hours)
♦Kitchen – max 10 people	\$25	\$20 For 4 hours used alone \$10 used with a classroom	\$20 Each hour used alone \$20 used with a classroom

***Normal Operating Hours**

Monday – Friday: 8:30 am – 9:30 pm.
Saturday: 9:00 am – 1:30 pm.
Sunday: Closed

****Other Hours** *(if staff available)*

Monday –Thursday: 9:30 pm – 11:00 pm.
Friday: 9:30 pm – 12:00 am.
Saturday: 2:00 pm – 12:00 am.
Sunday: 9:00 am – 11:00 pm.

Deposit:

1. Must be paid at the time of reservation.
2. All fees must be paid 2 weeks prior to rental .
3. Deposit will be refunded if renter leaves facility on time and facility is left clean, and complies with all rules in the rental policy.
4. An inspection will be performed before and after each event by staff and renter.

Facility Rules:

1. Reservations must be made at least 2 weeks in advance, please.
2. No smoking is permitted in building.
3. No alcohol is permitted anywhere on property.
4. All music must be turned off by 10:30 pm.
5. City noise ordinance applies, as do all other city ordinances and regulations.

Cancellations: Rental fees and deposit will be refunded if cancellation is made at least 1 week in advance of rental date. Less than 1 week, deposit will be held, and only paid rental fees will be refunded. Groups must arrive within one hour of designated rental time, or reservation will be considered cancelled, and no refunds will be given. If activities at the Community Center are cancelled due to inclement weather, rental may still occur – please confirm. If Fredericksburg Government offices are closed then all rentals will be cancelled, and a full refund will be given.

Please Note: This represents rates only. See rental rules and policy sheet for more information.

COMMUNITY CENTER RENTAL SET UP for AUDITORIUM

DATE OF EVENT _____ DAY OF WEEK _____ PERMIT # _____

GROUP NAME _____

TYPE OF EVENT _____ CONTACT NAME _____

ESTIMATED ATTENDANCE _____ NUMBER OF TABLES _____ CHAIRS _____
(maximum 30) (maximum 200)

(Tables are 8' long, and can seat up to 4 per side. Set up designs that include tables and chairs for more than 150 people **do not** allow room for a dance floor.)

AUDITORIUM OPTIONS: Please answer the following questions:

Is your event a (check one): _____ meeting _____ party _____ banquet

Set up Design (see below) : _____ (Custom design use back of sheet)

Do you need a head table? _____ If yes, how many tables? _____ How many chairs? _____

Are there food tables? _____ If yes, how many? _____

Are there other tables being used besides for guest seating? _____ If yes, how many? _____

(Tables are 8' long, and can seat up to 4 per side. Also when planning your set up please remember that any set up that includes tables and chairs for more than 150 guests does not allow for a dance floor)

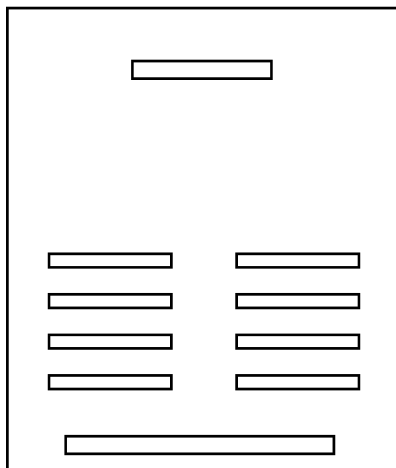
How many chairs will you be using for guests? _____ Please note that set ups that include more than 150 chairs and tables do not allow for a dance floor.

Special notes: _____

DO YOU NEED (check all that apply): _____ Lectern/Microphone _____ Podium (no microphone)
_____ Slide Projector & Screen _____ Overhead Projector
_____ TV/VCR _____ Tape Deck

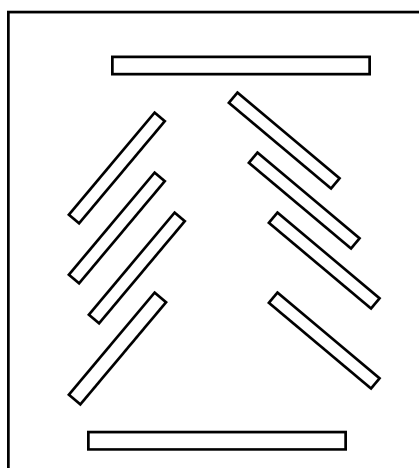
These are available to use at the center during rental for no additional charge. Renter is responsible for all damages to equipment during use.

DANCE



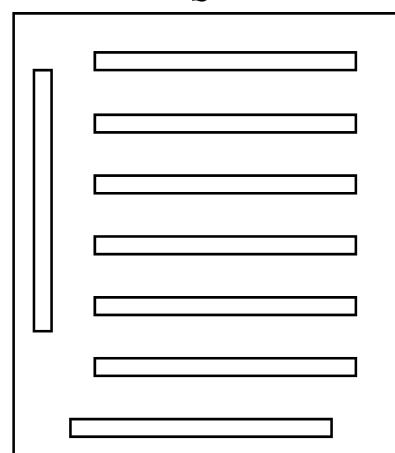
Lobby

FISHBONE



Lobby

BANQUET



Lobby

DAY OF RENTAL (STAFF COMPLETE) TIME IN: _____ TIME OUT: _____

STAFF NOTES _____